

REQUESTS FOR PROPOSALS ENGINEERING AND/OR GRANT ADMINISTRATION SERVICES

The Stillwater County Commission is soliciting proposals to hire a firm to provide general engineering and/or grant administration services for various designated and undesignated public works projects within the Stillwater County jurisdictional area. The County will utilize the selected firm to serve as an on-call County Engineer for a period of up to five years for all professional engineering and/or grant administration related activities associated with but not limited to roads, bridges, trails, water, wastewater, solid waste, subdivision plat and sanitarian reviews, site development, environmental reviews, permitting, miscellaneous public works projects, etc.

Desired services may include the following: land use, capital improvements, or project development planning, surveying, preliminary engineering, final design, surveying, construction administration, inspection work, grant writing and/or grant administration. The agreement and payment terms will be negotiated with the selected offeror.

Responses to this RFP must not exceed 15 one sided pages, excluding cover, cover letter, table of contents, and personnel resumes, and response must include the following:

1. The firm's legal name, address and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience and qualifications of the staff to be assigned to the project;
4. Provide experience with grant funded public infrastructure projects (in particular those funded by CTAP, DNRC, TSEP, CDBG, SRF, FLEP, etc.). Please provide project examples that include size of community, location, total construction cost, and name of a local official knowledgeable regarding the firm's performance.
6. A description of the firm's current work activities and how these would be coordinated with the on-call engineering, as well as the firm's anticipated availability during the term of the contract;
7. An example work plan and schedule for a typical grant funded County public works project;
8. List, including contact names, of county on-call clients in Montana.

The proposals will be evaluated based on the following criteria:

1. Related experience on similar projects (25%);
2. The qualifications of professional personnel to be assigned to the project (25%);
3. Recent and/or current work for the County, or a similar entity issuing the RFP (25%);
4. The capability to meet time and project budget requirements (10%);
5. Present and projected workloads (10%); and

6. Firm location (5%)

Four (4) copies of the proposals and all supporting materials suitable for evaluation shall be submitted. Legibility, clarity and completeness are essential. Proposals should provide assurance that the firm has the professional capability to satisfactorily complete all the tasks as described in the previous section.

The selection of finalists to be interviewed, if interviews are deemed necessary, will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the County; all factors considered. Unsuccessful offerors will be notified as soon as possible. Questions and responses should be directed to the Stillwater County Commission, 400 3rd Avenue North, Columbus, MT 59019-0970. All responses must be **received by 4:00 p.m. on January 10, 2022**, to be opened at the Regular Agenda Meeting on **January 11, 2022 at 9:00AM**. Please state "Engineering and/or Grant Administration Services Proposal" on the outside of the response package. Proposals may not exceed 25 one-sided pages, excluding a standard corporate brochure, cover letter, and personnel resumes.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.

Stillwater County Supports Equal Employment Opportunity.

Section 3 Notice Requirements:

Stillwater County may submit applications for Community Development Block Grant funds from the Montana Department of Commerce, and therefore it must comply with Section 3 of the Housing and Community Development Act of 1968. The County holds annual needs assessment meetings to gather information about potential projects that would benefit low and moderate-income residents and, based upon these meetings, may develop projects to submit for Community Development Block Grant Funds.

CDBG regulations governing the grant require that opportunities for training and employment arising in connection with this CDBG-assisted project will be extended to local lower-income residents to the greatest extent feasible. Further, to the greatest extent, feasible business concerns located in or substantially owned by residents of the project area will be utilized.

**BOARD OF COUNTY COMMISSIONERS
STILLWATER COUNTY**



Mark Crago, Chairman

Tyrel Hamilton, Member

Steve Riveland, Member

DATED THIS 14th DAY OF December 2021.

REQUESTS FOR PROPOSALS ENGINEERING AND/OR GRANT ADMINISTRATION SERVICES

The Stillwater County Commission is soliciting proposals to hire a firm to provide general engineering and/or grant administration services for various designated and undesignated public works projects within the Stillwater County jurisdictional area. The County will utilize the selected firm to serve as an on-call County Engineer for a period of up to five years for all professional engineering and/or grant administration related activities associated with but not limited to roads, bridges, trails, water, wastewater, solid waste, subdivision plat and sanitarian reviews, site development, environmental reviews, permitting, miscellaneous public works projects, etc. Desired services may include the following: planning, preliminary engineering, final design, surveying, construction administration, inspection work, grant writing and/or grant administration. The agreement and payment terms will be negotiated with the selected offeror.

Copies of the detailed request for proposals (RFP), including a description of the services to be provided by respondents, the minimum content of responses, and the factors to be used to evaluate the responses can be obtained by contacting Commission Office, at 322-8010 or PO Box 970, 400 E 3rd Avenue North, Columbus, MT 59019-0970. All responses must be **received by 4:00 p.m. on January 10, 2022**, in the Stillwater County Finance Office. /s/ Stillwater County Board of Commissioners, Mark Crago, Chair; Tyrel Hamilton and Steve Riveland, Members.

Publish: Stillwater County News on December 16 & 23, 2021